

FAUQUIER COUNTY AIRPORT COMMITTEE

MEETING SUMMARY

REGULAR MEETING

Monday, May 22, 2006 – 5:30 p.m.

Warrenton-Fauquier Airport – Conference Room

1. Call to Order:

The Chairman called the meeting of the Fauquier County Airport Committee to order at 5:37 p.m. on 22 May 2006 in the Warrenton-Fauquier Airport Conference Room, Warrenton, Virginia. In attendance were:

Committee (Voting) Members:

James W. Van Luven
Rick Gerhardt
Bob Newman
Arthur Nash
Willis P. Risdon
Charles M. Medvitz

Center District Representative
Cedar Run District Representative
Airport Tenant/Owner
Marshall District Representative
Citizen at Large
Scott District Representative

County Staff:

Tony Hooper
Michael Anderson
Chrissy Kirby

Deputy County Administrator
Airport Manager
Administrative Specialist, County Administration

Staff:

Steve Roszel, Jr.
Steve Roszel, Sr.
George Paris
Mike O'Bryant

Essar Aviation
Essar Aviation
Campbell and Paris Engineers
Campbell and Paris Engineers

Absent:

Dennis Hunsberger
Frank Rader

Citizen at Large
Lee District Representative

Visitors:

Billy Jenkins
Larry Setti
Ron Gatewood
Rich Dykes
Jennifer Holloway
Gene Colibitistto
David Fields
Don Hendrix
James Purnell
Chris Batcheller

2. Adoption of Agenda:

Bob Newman moved and Chuck Medvitz seconded a motion to adopt the May 22, 2006 meeting agenda. The motion carried unanimously.

3. Citizens' Time:

No one spoke.

4. Adoption of the Minutes:

Jim Van Luven moved and Bob Newman seconded a motion to adopt the April 24, 2006 meeting minutes. The motion carried unanimously.

5. Update – Airport Manager:

Mike Anderson reviewed the following:

Airport Operations

- Currently, there are two NOTAM's in effect, "PAPI runway 14 and 32 out of service", "Runway 32 REIL malfunctioning".
- The test flight for the PAPI is currently scheduled to take place on May 25, 2006. The previous test flight was terminated due to what the pilots termed "flawed data issues".
- The Hangar Wait List now has 21 individuals who have paid a deposit.
- We are currently collecting rent on 47 County hangars and 21 tie downs.

Airport Construction and Maintenance Projects

- ILS – AWOS: Bids for the projects have been opened with the following results.
ILS: GEI is low bidder with a bid of \$1,205,758.50
AWOS: Austin Electrical Construction is low bidder with a bid of \$206,310.00

6. Update – FBO:

Steve Roszel, Jr. reported on the following:

- Essar is interviewing an A&P and IA Mechanic next week.
- T-Hangar #4 project has begun.
- G1000 Composite Airport has been added to flight school.
- G1000 Simulator will be added to flight school in near future.

7. Update – Campbell and Paris Engineers:

George Paris updated the Committee on the following:

- AWOS Bids
- ILS State/County Project
- Runway designations will be changed to 15/33 vs. 14/32

Mike O'Bryant updated the Committee on the following:

- T-Hangar #3 Project: Fine grading in progress
- T-Hangar #4 Project: Fine grading to take place next week
- Paving for both projects will be completed the week after next

Tony Hooper and Mr. Paris provided the Committee with an overview of the draft ACIP submission to the Virginia Department of Aviation. After brief discussions regarding the ACIP submission:

Jim Van Luven made a motion to submit the ACIP, as present, to the Virginia Department of Aviation. Willis Risdon seconded the motion. The motion passed unanimously.

8. Update – Tony Hooper:

Tony Hooper reviewed A3 (Adventure Air Avionix) application for Operating Permits at the Warrenton-Fauquier Airport. Don Hendrix and Chris Batcheller provided the Committee with an overview of services that A3 is requesting to provide at the Airport. Additionally, Mr. Hendrix and Mr. Batcheller advised the Committee of their intentions to enter into negotiations with Essar Aviation to lease a portion of the current Airport Maintenance Facility. After continued discussions:

Jim Van Luven made a motion to approve the Mobile Operating Permit Application submitted by Adventure Air Avionix (A3) to provide additional services at the Warrenton-Fauquier Airport and, additionally, made a motion that the Airport Manager issue an Operating Permit upon certification that all necessary requirements have been met by A3 to provide such services. Richard Gerhardt seconded the motion. The motion passed unanimously.

Steve Roszel, Jr. requested that the Committee authorize Essar Aviation to enter into negotiations with A3 for the sublet of a portion of the Airport Maintenance Facility. Jim Van Luven made a motion to authorize negotiations between Essar Aviation and A3. Rick Gerhardt seconded the motion. The motion passed unanimously.

Mr. Hooper provided updated on the following additional items:

- Clear Span Hangar
- Skyworld Aviation's application to the Fauquier County Building and Zoning Office
- Letter from Fauquier County Attorney's Office regarding scheduled and unscheduled maintenance at Warrenton-Fauquier Airport

Mr. Hooper will schedule a meeting with the Building Official's office to discuss requirements for businesses to be located in current condo hangar buildings. Mr. Van Luven requested that Ron Gatewood, along with Rick Gerhardt and Bob Newman, attend meeting with the Building Official.

Mr. Hooper presented Phoenix Aviation's application for the provision of mobile maintenance services at Warrenton-Fauquier Airport. After detailed discussions among Committee members:

Jim Van Luven made a motion to table Phoenix Aviation's application for mobile services until clarification of scheduled and unscheduled maintenance services is provided by the Fauquier County Attorney's Office and County staff. Bob Newman seconded the motion. The motion passed unanimously.

Chrissy Kirby provided an update on the collection of the Airport Maintenance Fee. Ms. Kirby reported that approximately 50% of tenants have paid their invoices and the deadline was not until June 1, 2006.

Mr. Hooper reviewed the following financial projections:

| Warrenton-Fauquier Airport - Expenditure Projections | | | | |
|--|---------------------------------|---------------------|---------------------|----------------------|
| Expenditure | Thru April 06 | May-06 | Jun-06 | TOTALS |
| Full Time Personnel | \$ 59,409.33 | \$ 5,604.00 | \$ 5,604.00 | \$ 70,617.33 |
| Part Time Personnel | \$ 2,050.00 | \$ 800.00 | \$ 800.00 | \$ 3,650.00 |
| Services from Other Governments | \$ 1,515.71 | \$ 25.00 | \$ 25.00 | \$ 1,565.71 |
| Fleet Fuel | \$ 1,968.91 | \$ 200.00 | \$ 200.00 | \$ 2,368.91 |
| Electrical Services | \$ 9,775.32 | \$ 1,150.00 | \$ 1,150.00 | \$ 12,075.32 |
| Postal Services | \$ 1,075.21 | \$ 50.00 | \$ 50.00 | \$ 1,175.21 |
| Cell Phone | \$ 588.96 | \$ 79.00 | \$ 79.00 | \$ 746.96 |
| Conference Costs | \$ 1,556.74 | \$ - | \$ - | \$ 1,556.74 |
| Office Supplies | \$ 1,179.99 | \$ 40.00 | \$ 40.00 | \$ 1,259.99 |
| Janitorial Supplies | \$ 2,237.78 | \$ - | \$ - | \$ 2,237.78 |
| Repairs & Maintenance Supplies | \$ 3,382.30 | \$ 160.00 | \$ 160.00 | \$ 3,702.30 |
| Equipment Fuels | \$ 2,942.80 | \$ 400.00 | \$ 400.00 | \$ 3,742.80 |
| Vehicle & Equip. Maintenance Supplies | \$ 3,009.84 | \$ 250.00 | \$ 250.00 | \$ 3,509.84 |
| TOTAL | \$ 90,692.89 | \$ 8,758.00 | \$ 8,758.00 | \$ 108,208.89 |
| Other line items used less frequently | \$ 130,845.85 | \$ 100.00 | \$ 100.00 | \$ 131,045.85 |
| | | | Grand Total: | \$ 239,254.74 |
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| Warrenton-Fauquier Airport - Revenue Projections | | | | |
| Revenue | YTD - Actual - Thru April 06 | May-06 | Jun-06 | TOTALS |
| Airport Monthly FBO Rental Payment | \$ 10,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 12,000.00 |
| T-Hangar #1 Land Lease Payment | \$ 10,842.32 | \$ 1,055.29 | \$ 1,055.29 | \$ 12,952.90 |
| T-Hangar #2 Land Lease Payment | \$ 12,000.00 | \$ 1,200.00 | \$ 1,200.00 | \$ 14,400.00 |
| Tie-Down Rental Payments | \$ 11,450.70 | \$ 1,200.00 | \$ 1,200.00 | \$ 13,850.70 |
| County Hangar Rental Payments | \$ 111,393.55 | \$ 11,288.00 | \$ 11,288.00 | \$ 133,969.55 |
| Condo Rental Payments | \$ 10,392.35 | \$ 952.00 | \$ 952.00 | \$ 12,296.35 |
| Misc. Payments (Wait List, Storage, etc.) | \$ 2,926.00 | \$ 239.00 | \$ 239.00 | \$ 3,404.00 |
| Transfer from General Fund (PP Tax and Land Lease Real Estate Tax) | \$ 1,204.46 | \$ - | \$ 50,580.54 | \$ 51,785.00 |
| Leasehold Real Estate Payments | \$ 797.67 | \$ 320.00 | \$ - | \$ 1,117.67 |
| Maintenance Fee Payments | \$ 4,209.76 | \$ 13,232.98 | \$ - | \$ 17,442.74 |
| TOTALS | \$ 175,216.81 | \$ 30,487.27 | \$ 66,514.83 | \$ 273,218.91 |

9. Roundtable:

Bob Newman requested that Mike Anderson coordinate with other Airport to determine the approximate costs for the upkeep of newly installed equipment at the Warrenton-Fauquier Airport.

With no further business Bob Newman moved and Jim Van Luven seconded to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 7:55 p.m.

The next Airport Committee meeting will be June 26, 2006.